

# All Saints Catholic School

## Arrival and Dismissal Procedures

### St. Mary's campus 8:10 a.m. – 2:45 p.m.

**Arrival:** Park only in the spaces *behind* the orange painted line and/or the orange cones. Walk your child safely through the parking area to the school entrance. A staff member is on door duty from 7:40 a.m. until 8:10 a.m. After 8:10 a.m., accompany your child to the school office.

**Dismissal:** Park only in the spaces *behind* the orange line and/or cones and walk to pick up your child from the teacher. To keep your child safe, hold their hand as you go back to your vehicle. Many parents and children enjoy visiting with each other in the playground area after school. However, once the classroom teacher has dismissed your child to you, he/she is now under your direct supervision. Your child is expected to follow the same playground rules that they follow during the school day (i.e., no climbing trees, no rough play). Thank you for your cooperation to ensure their safety!

### St. John's campus 7:55 a.m. – 2:40 p.m.

**Arrival:** Drive around the loop behind the school building, remaining in a *single line*. Some children may be exiting from the left side of their vehicle and for this reason we ask that you NEVER leave the single file line, even if it means waiting for the vehicle in front of you to unload. Students exiting from the left side of your vehicle should cross in front of you to get to the building. If you know you will need extra time to unload, pull your vehicle ahead beyond where students are dropped off to the back of the teachers' parked cars so that you may assist your child. *Please do not park in the teachers' spaces.* Also, do not drop your child off if the line of vehicles is beyond the back corner of the building near the Extended Day ramp. Wait until you can pull forward.

*In order to ensure the proper supervision of your child, please do not drop him/her off before 7:30 a.m. We have no staff member on duty before that time. If you must drop your child off earlier than 7:30 a.m. you may use the Before Care Program at St. Mary's campus at a cost of \$6.00 per day.*

**Dismissal:** Vehicles form two lines starting at the far end of the teachers' parking area. Engines are to be turned off at this point. Staff will dismiss students to their vehicles. When all vehicles are loaded, he/she will signal the drivers to pull away. This process is repeated until all students are loaded and on their way. If parents choose to pick up their child on State St., they must leave their parked vehicles to meet the duty teacher to pick up their child on the sidewalk by the bus loading area.

### Intercampus Bus for St. John's campus and St. Mary's campus

**A.M.:** The bus leaves St. Mary's campus at 7:30 a.m. and goes to St. John's campus. After unloading and loading students, the bus returns to St. Mary's campus at approximately 7:50 a.m.

**P.M.:** The bus leaves St. Mary's campus at 2:30 p.m. and goes to St. John's campus. After unloading and loading students from the front of the school building on State St., the bus returns to St. Mary's campus at approximately 2:50 p.m.